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MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

October 21, 2005

TO: Supervisor Gloria Molina, Chair
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Margaret Donnellan Todd 
County Librarian

SUBJECT: **QUARTERLY REPORT - RECRUITMENT AND RETENTION STRATEGIES**

On June 14, 2005, the Board requested a quarterly update on the status of recruitment issues in the Public Library. Since that time, the Department has met individually with the Human Resources Department and the CAO to determine what actions might be taken to improve recruitment of professional librarians. The Human Resources Department and the CAO have been cooperative in discussion of the issues and possible solutions. The Department has also met with the Union and had a very productive discussion. The Library Stewards presented their analysis and suggestions. While a number of measures were discussed, including the creation of greater scholarship opportunities for part-time employees, the Union strongly stated that until salary and classification issues were made competitive, the recruitment and retention of librarians will remain problematic.

In addition to the measures discussed in the Board report of May 10, 2005, the following outlines the actions that have been taken since that time, as well as continuing challenges facing the Department:

Task Force

In July 2005, three library administrators were assigned to oversee the recruitment effort. They are responsible to develop and implement changes to the recruitment process.

Recruitment Process

- All recruitment materials, including display materials, are being revised by a consultant who specializes in this area. Most of those materials will be ready for use at the California Library Association conference in early November 2005.

- Based on input from newly hired librarians, the Department has broadened the placement of recruitment advertising including increased use of Internet sites.
- The Department will be actively recruiting out of state with a goal of visiting at least two State Library Association conferences and four university campuses during this fiscal year.
- The Department has shortened the selection process. In addition to the long-standing policy of interviewing every Friday for Librarian I positions, the Regional Administrators are holding joint selection interviews every Friday. Further, the CAO has authorized a six-month pilot project allowing the Department Head to approve advanced step placement offers. With this in place, the Department can make timely offers to experienced candidates before they accept other employment. The Department has set a goal to interview and make offers to candidates within 14 days of the promulgation of each Friday's list and within 48 hours when interviewing at out of state locations.

Recruitment into Masters Degree Programs

The Department recognizes that the Library must recruit individuals to enter Masters Degree Programs. That goal is being addressed with three distinct methods.

- The Department will begin work on a tuition reimbursement program for part-time staff and individuals not employed with the County. While other County departments offer similar programs, the Library Department will need to tailor a program specifically for the Department's needs.
- The Department has established a Librarian Internship Program and a Student Professional Worker Program. The Librarian Internship Program will draw library school students from UCLA, San Jose State and CSUN (CSUN program opens 2007). Nine students began their internships this Fall. The Student Professional Worker Program will provide undergraduate internships for individuals interested in exploring librarianship. These internships will begin in December 2005.
- By January 2006, the Department will establish a mentoring program to encourage and assist qualified full-time employees to apply for the Master's Degree Programs. This effort will begin in November 2005.

Challenges

I believe that the above-mentioned measures will assist with the recruitment and retention of entry-level librarians. I do not believe, however, that the Department will succeed to any great extent until the classification and salary for librarians is competitive with other jurisdictions. In July 2005, the Department had 39 Librarian I vacancies. By the end of September 2005, 12 Librarian I vacancies were filled but six Librarian I employees left County employment for a net increase of six. Of the six Librarians who resigned, two retired and the remaining four left for higher salaries with other library jurisdictions. During the American Library Association Conference in Chicago in late June 2005, the Department interviewed 22 candidates. Seven of the candidates expressed interest in employment with the County. Of those seven, only two accepted the County's employment offer. Four candidates accepted employment in other jurisdictions for a higher salary. As of September 30, 2005, the Department has 21 Librarian I positions vacant

It is important to note that recruitment issues also exist with specialized, higher level positions within the Library. For example, the Library has been recruiting for a Chicano Resource Librarian for over one year. The Department hired a recruiter who specializes in Hispanic recruitment. The recruiter interviewed 20 qualified individuals but none were interested in applying for the position. The low salary and the cost of living in Los Angeles were repeatedly given as the reason.

The Department will continue to work with the CAO and the Human Resources Department to identify solutions to this issue. In the meantime, the Department will continue these active recruitment measures.

MDT:rmo
c_Board Motion

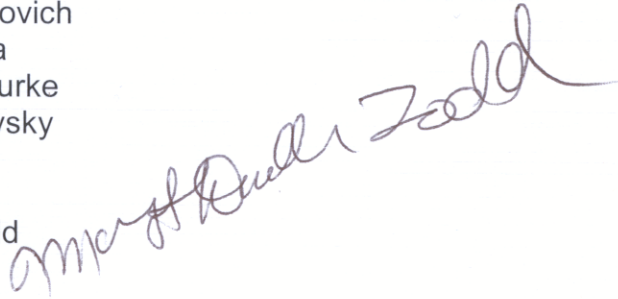
c: David E. Janssen, Chief Administrative Officer
Violet Varona-Lukens, Executive Officer, Board of Supervisors
Board Liaisons

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

February 7, 2006

TO: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

FROM: Margaret Donnellan Todd
County Librarian



SUBJECT: **SECOND QUARTERLY REPORT – RECRUITMENT AND RETENTION**

This report covers the County Library's recruitment efforts for the second quarter--the months of October, November, and December 2005.

- A professionally designed recruitment brochure was produced and distributed to all community libraries and used for all recruitment activities.
- Recruitment Events--Many recruitment contacts were made including the following:

In November 2005, at the California Library Association convention in Pasadena, recruitment team members handed out more than 200 copies of the new brochures to the CLA attendees. During this conference, the Department also interviewed three candidates and placed them on the eligibility list; two of them are among the new hires of this quarter.

A Library Administrator made a presentation about County Library services and programs at the University of Hawaii in October to recruit new librarians. As a result, candidates were interviewed and placed on the eligibility list.

The Chief Deputy County Librarian made a recruitment visit to the library school at the University of Wisconsin-Madison in November; students asked for more information about the County Library. The follow-up information will be sent to them as the summer graduation date is approaching.

In March, at the Public Library Association (PLA) Conference in Boston, the Department has designated teams of recruiters to recruit PLA attendees from all over the country.

Arrangements to visit two graduate schools--Simmons College in Boston and University of Denver are scheduled.

- "Recruitment" was designated as one of the service goals for all Community Library Managers (CLMs) this year. Under the directions of the Library Administrators, the CLMs are in the process of developing a plan to assist with new librarian recruitment and retention at the local level. One of the Recruitment Task Force members has researched library recruitment programs and recommended that the recruitment plan of the Central Jersey Regional Library Cooperative (CJRLC) can be utilized to serve as a model recruitment plan. A draft plan will be finalized in the next quarter and distributed to all regions for their information.
- To assist and encourage both full-time and part-time staff to pursue their Master's degree in Library Science (MLS), the Public Library Staff Education Program (PLSEP) brochures from the California State Library were distributed to all community libraries and LHQ staff members. Under the "Public Library Staff Education Program," full or part-time staff members who have worked for a public library for at least a year are eligible to apply for tuition reimbursement in pursuing their MLS. In addition, the Department continues to investigate the establishment of a tuition reimbursement program for part-time employees and students not currently employed by the County.
- A total of 12 Librarian Interns from UCLA and San Jose State University have successfully completed their internship at community libraries during this quarter. The evaluation reports indicated that they had a positive experience with the County Library. Several interns indicated strong interest in applying for Librarian I positions with the County Library upon their graduation. One of the new hires during this quarter was an intern at one of our community libraries. A new group of Librarian Interns were interviewed in December and began to work at community libraries of different sizes in January 2006.
- Human Resources Department was finalizing the Student Professional Worker eligibility list. Beginning in January 2006, candidates will be placed at various community libraries to give them an opportunity to explore librarianship.
- In October, one of the Recruitment Task Force members spoke to UCLA Library School students and those who have shown interest in attending library school. It was an excellent opportunity to promote librarianship and highlight the career

opportunities with the County Library. In February 2006, another librarian who is an alumna of UCLA will make a presentation to the second-year library school students on how to prepare their portfolio for graduation. She will also share her work experience with the County Library and why she chose to work for the County Library.

- The Library Department is working with UCLA and Reforma to encourage increased recruitment for Hispanics and other underrepresented groups.
- During this quarter, the Department filled 10 Librarian I vacancies. Six librarian I employees left County employment for a net increase of four. Of the six who left, four left for higher salaries with other library jurisdictions, one left for personal reasons and one was discharged. As of the beginning of January 2006, the Department has 33 Librarian I positions vacant.

As stated in the October report, until salary and classification issues are made competitive, the recruitment and retention of librarians will remain problematic. In the meantime, the Department is working hard to continue active recruitment measures to fill librarian vacancies.

MDT:rmo
c_Board Motion

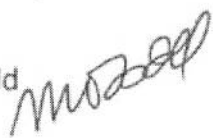
c: David E. Janssen, Chief Administrative Officer
Violet Varona-Lukens, Executive Officer, Board of Supervisors
Board Liaisons

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

April 24, 2006

TO: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

FROM Margaret Donnellan Todd
County Librarian



SUBJECT: **THIRD QUARTERLY REPORT - RECRUITMENT AND RETENTION**

This report covers the County Library's recruitment efforts for the third quarter--the months of January, February, and March 2006. The Department has found that salary and cost of living in Los Angeles continue to be the most significant barriers to filling positions. Personal recruitment at conferences and graduate schools is proving the most effective method to encourage individuals to apply for vacant positions. New hires have frequently mentioned that the personal involvement of the County Librarian and Chief Deputy in the recruitment process influenced their choice to come to the County. Also, the Department's commitment to provide significant training and continuing education opportunities appeals to new librarians.

Recruitment--Conferences and Graduate Schools

- A Library Administrator visited the University of Denver and spoke to Library and Information Science students about employment opportunities and interviewed candidates to be placed on the eligibility list.
- An Assistant Library Administrator visited Simmons College in Boston and made a recruitment presentation to 25 library school students who were referred to the Public Library Association Conference in Boston where the County Library was interviewing candidates for employment.
- At the Public Library Association Conference in Boston in March, recruitment team members reached out to many job seekers and interviewed 11 candidates. As a result, nine candidates were placed on the eligibility list and follow-up phone calls have been made.

- Arrangements have been made for Library Administrators and Librarians to attend the ALA (American Library Association) Conference in New Orleans in June where they will serve as recruitment team members to interview candidates.
- A County staff person spoke to the second-year graduate students at UCLA's Graduate School of Library and Information Studies in February to give advice on how to prepare a portfolio for graduation. The Librarian utilized this opportunity to introduce County Library services and programs to the audience. She also distributed County Library materials and information about Librarian and Librarian Intern positions to the students.
- The Recruitment Task Force participated in the UCLA Information Studies Internship/Career Fair. The Fair was held on April 19 and 20. Library Administrators and Librarians will attend the event to recruit new librarians and new interns.

Internships

- Eight Librarian Interns were hired and began work at the following community libraries: Carson, Valencia, Canyon Country, La Canada Flintridge, Gardena, Norwalk, Woodcrest, and Hacienda Heights. Each intern will be mentored and those who successfully complete their internship will be encouraged to apply for a permanent position.

Scholarships

- The Department continues to work on the development of a tuition reimbursement plan for the part-time staff and for those who do not currently work for the County. When policies and procedures are established and funding sources are secured, the County Library will have a "grow your own" plan in place.

Publicity

- The Department continues to advertise in professional journals and on line via sources such as Monster.com. The new brochure has proven very effective and is available for all recruitment activities.

Results

- During this quarter, the Department filled eight Librarian I vacancies. Four librarians left County employment for a net increase of four. Of the four who left, two left for positions at other libraries and two retired. At present time, there are 38 Librarian I positions vacant.

Each Supervisor
April 24, 2006
Page 3

As stated in the February report, until salary and classification issues are made competitive, the recruitment and retention of librarians will remain problematic. In the meantime, the Department is working hard to continue active recruitment measures to fill librarian vacancies.

MDT:rmo
c_Board Motion

C: David E. Janssen, Chief Administrative Officer
Sachi A. Hamai, Executive Officer, Board of Supervisors
Board Liaisons

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

July 7, 2006

TO Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

FROM: Margaret Donnellan Todd
County Librarian

SUBJECT: **FOURTH QUARTERLY REPORT – RECRUITMENT AND RETENTION**

This report is an update on the status of the County Library's recruitment efforts for the fourth quarter--the months of April, May, and June 2006. During this quarter, several Library Administrators and Community Library Managers visited library school campuses in four states and conducted interviews to recruit new graduates. The Regional Administrators continued to conduct placement interviews for Librarian I candidates every Friday and promptly filled the vacancies, as feasible. Although the salary and cost of living issues continue to post barriers for filling positions, the Department has made good progress in filling vacancies.

Recruitment--Conferences and Campus Interviews

- A Library Administrator and a Community Library Manager visited the University of Arizona. They gave a brief overview about the County Library to library school students and interviewed seven candidates. Six of them were placed on the eligibility list.
- A Library Administrator contacted five library schools in the Midwest and made arrangements to visit Indiana University and the University of Illinois at Champaign/Urbana. A Community Library Manager teamed with the Library Administrator and traveled to those two campuses in June. At both schools, they met with students before the interviews for a brief presentation about the County Library. They interviewed eleven candidates in Indiana and six candidates in Illinois. Among the seventeen applicants, fourteen were placed on the eligibility list. At the University of Illinois they also talked to three students who are not graduating until 2007.

- An Assistant Library Administrator and a Regional Youth Services Coordinator went to New York City to recruit library school graduates from the metropolitan area in New York. They interviewed eleven candidates. Among the eleven, six came from Pratt Institute, two from Queens College, one from Rutgers University, and two from Long Island University. The Assistant Library Administrator will contact Band 1 candidates to encourage them to take the placement interview.
- At the American Library Association (ALA) Conference in New Orleans in June, the County Library 'posted librarian job openings on ALA's website. The Recruitment Task Force distributed the County Library's brochures to conference attendees and interviewed two candidates, who were placed on the eligibility list. The University of Illinois Library School had a booth on the exhibit floor at ALA in New Orleans.
- Two managers attended the UCLA Information Studies Internship/Career Fair on April 19 and 20. They spoke to many students about employment opportunities and received more than twenty interest forms to apply for an internship position with the County Library.

Internships

- The Recruitment Task Force interviewed 12 Librarian Intern candidates and placed seven of them at various community libraries. More interviews will be conducted as new names appear on the eligibility list.

Publicity

- In addition to advertising Librarian job openings in professional journals and online sources, the Department also did online job posting at the ALA New Orleans Conference. The Department has also arranged for a space in the Placement Center at the Joint Conference of Librarians of Color (JCLC) in October.

Results

- During this quarter, the Department filled ten Librarian I vacancies; nine persons already began working at various community libraries; one will start in July. Six Librarians left County employment for a net increase of four. Of the six who left, two left for positions at other libraries with higher salaries, two left for personal reasons, one retired, and one was released. At the present time, there are thirty-four Librarian I positions vacant, five less in comparison to last quarter.

Each Supervisor
July 7, 2006
Page 3

As stated repeatedly in our previous reports, until salary and classification issues are made competitive, the recruitment and retention of librarians will remain a big challenge for the Department. For example, during this period, one candidate who accepted a Children's Librarian position later declined the offer when her current employer gave her a significant salary increase to stay.

MDT:rmo
c_Board Motion

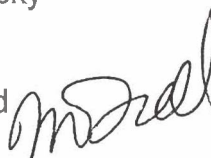
c: David Janssen, Chief Administrative Officer
Sachi A. Hamai, Executive Officer, Board of Supervisors
Board Liaisons

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

October 23, 2006

TO: Mayor Michael D. Antonovich
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Zev Yaroslavsky
Supervisor Don Knabe

FROM: Margaret Donnellan Todd
County Librarian



SUBJECT: **QUARTERLY REPORT – RECRUITMENT AND RETENTION**

This report covers the County Library's recruitment progress for the first quarter of FY 2006/07--the months of July, August, and September 2006. During this quarter, candidates were interviewed every Friday, and nine vacancies were filled. However, during the same period, nine new librarians (less than two years of service) left County employment and one retired. Among those who left County service, five resigned for positions at other libraries with higher salaries, two left due to their legal employment status, one for personal reasons, and one for health reasons. During this period, one out-of-state candidate turned down a job offer due to the high cost of living in Southern California and another due to lack of relocation compensation. At the present time, there are 41 vacant Librarian I positions.

Recruitment – Conferences and Campus Interviews

- The County Librarian held two recruitment meetings to develop the Library's 2006/07 recruitment plans and strategies. Previous strategies were evaluated and a Master Recruitment calendar was created. This year, the Library will visit six conferences and eight graduate library schools across the nation to recruit new librarians. The Recruitment Task Force will also develop proposals for tuition reimbursement for part-time staff and relocation compensation for out-of-state candidates.
- In September, the County Librarian and other Library staff attended the Diversity Recruitment Summit at UCLA. She served as a panelist and shared the Library's recruitment efforts. An Assistant Library Administrator was on the planning committee for this summit.

Internships

- The Recruitment Task Force interviewed sixteen Librarian Intern candidates and placed twelve of them at the following libraries as summer and fall interns: Culver City, East Los Angeles, Gardena, Angelo M. Iacoboni (Lakewood), Hawthorne, La Canada Flintridge, Lancaster, Marina Del Rey, Temple City, Valencia, and the Chicano Resource Center (East Los Angeles). More interviews will be conducted in December for the spring semester.

Student Professional Workers

- A new student professional worker eligibility list was promulgated during this quarter. Three students began work--one will start in October and one was in the hiring process. This program will provide college students with practical library work experience and will give them an opportunity to explore the possibility of becoming a librarian in the future.

Publicity

- The County Library has reserved a table in the placement center at both the Joint Conference of Librarians of Color and the California Library Association, and has advertised the Library's vacant positions on their websites. The Department's Internet service unit also created an upgraded "Career Opportunities" page to include more comprehensive job information. The additional information provides better access and will encourage the viewers to apply for librarian positions with the County Library or to consider becoming a librarian.

As stated repeatedly in our previous reports, until salary and classification issues are made competitive, the recruitment and retention of librarians will remain problematic. It is our hope that with the salary raises negotiated in the new union contract, we will see improved recruitment numbers. In the meantime, the Department is working hard to continue active recruitment measures to fill librarian vacancies.

MDT:rmo
c:_Board Report

David E. Janssen, Chief Administrative Officer
Sachi A. Hamai, Executive Officer, Board of Supervisors
Board Liaisons

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

January 29, 2007

TO: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Margaret Donnellan Todd
County Librarian



SUBJECT: **SECOND QUARTERLY REPORT - RECRUITMENT AND RETENTION**

This report is an update on the status of the County Library's recruitment progress for the second quarter of FY 2006/07—the months of October, November, and December 2006. During this quarter, the Regional Administrators interviewed candidates every Friday and filled 11 vacancies. During the same period, only one new librarian (less than two years of service) left County employment for personal reasons. The Department had a net increase of 10 for Librarian I vacancies. These are the best results we have had since May 2005. Four librarians ranking from Librarian II to Librarian IV also left County service during this quarter; one left for personal reasons, two moved, and one resigned for a position in another library jurisdiction. As of the beginning of January 2007, the Department has 36 Librarian I positions vacant.

Recruitment – Conferences and Campus Interviews

- In October 2006, at the Joint Conference of Librarians of Color (JCLC) in Dallas, Texas, recruitment team members handed out copies of the Library brochures to the JCLC attendees and talked with numerous library school students. During this conference, the Department also interviewed three applicants and placed them on the eligibility list.
- In October, the Chief Deputy County Librarian and a Librarian made a recruitment visit to the library schools at the Madison and Milwaukee campuses of the University of Wisconsin. They made a presentation to the students and interviewed five applicants. One applicant was placed on the eligibility list; the other four were advised to contact the Library later when they got closer to graduation.

- The Department engaged in two recruitment endeavors in the month of November 2006. A Library Administrator and a retired Regional Administrator (working as a Consultant) attended the Annual Conference of the Hawaii Library Association in Honolulu. A total of seven candidates were interviewed and six were placed on the new Librarian I list. Another recruitment team led by a Library Administrator staffed the placement center booth of the California Library Association (CLA) Conference in Sacramento. Staff members talked to many potential candidates and interviewed applicants, resulting in two applicants being placed on the eligibility list.

Internships

- The Recruitment Task Force interviewed five Librarian Intern candidates in December and placed three of them at the following libraries as Winter Quarter/Semester interns: Culver City, La Canada Flintridge, and Angelo M. Iacoboni (Lakewood). The Library received three new applications in late December and promulgated a new list in January 2007. The Recruitment Task Force has interviewed two of them and is in the process of placing them at suitable libraries.

Publicity

- The Internet Services Unit has revised the County Library's Career Opportunities page for recruitment purposes. This revised page includes additional information such as employment benefits, what a Librarian does, and how to apply for a job with the Library. It will be linked from the Library's homepage using the Career Opportunities button and the flashing "Now Hiring" logo.

The salary increase for Librarians in October 2006 will greatly enhance the Library's recruitment efforts. Now that the salary is more competitive with other library jurisdictions, it is hoped that the Department will be able to fill entry level librarian positions more effectively in the coming months.

MDT:rmo

U:_Board Report

c: David E. Janssen, Chief Administrative Officer
Sachi A. Hamai, Executive Officer, Board of Supervisors
Board Liaisons

bc: Ex Com
Velma Blue
Donna Walters
Helen Tsai
Nancy Mahr

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

April 24, 2007

TO: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Margaret Donnellan Todd
County Librarian



SUBJECT: **THIRD QUARTERLY REPORT - RECRUITMENT AND RETENTION**

This report is an update on the status of the County Library's recruitment progress for the third quarter of FY 2006/07--the months of January, February, and March 2007. During this quarter, the Regional Administrators continued to interview candidates every Friday, and filled 13 vacancies. During the same period, six newly hired librarians (less than two years of service) left County employment. Among those who left County service, two resigned for positions at other library systems with higher salaries, three left for personal reasons, and one moved. The Department had a net increase of seven for Librarian I vacancies. During this period, one Librarian IV left County employment to accept a managerial position with another library jurisdiction. As of the beginning of April 2007, the Department had 31 Librarian I positions vacant.

Recruitment – Conferences and Campus Interviews

- In January 2007, at the American Library Association (ALA) Midwinter Meeting in Seattle, Washington, recruitment team members led by a Library Administrator, distributed copies of the Library brochures to the attendees and made a presentation to the library school students of the University of Washington. Seven applicants were interviewed and placed on the eligibility list.
- During the period of February 28 to March 3, 2007, the Public Library Association held a Symposium in San Jose, California. The members of the Recruitment Task Force again utilized the opportunity to recruit graduating students. A Library Administrator visited the Library School of San Jose State University and made a formal presentation to the students. The session was videotaped and made accessible through the San Jose Library School's website. At the conclusion of the Symposium, the Department interviewed three applicants and placed them on the Librarian I list.

- The Department also undertook another recruitment endeavor in the month of March 2007. A Library Administrator and a Community Library Manager participated in the University of Texas at Austin's 2007 Nonprofit and Public Sector Career Fair. The Library Administrator made a presentation about the County Library's services and programs to the library school students prior to the Career Fair. During the Fair, numerous students inquired about job opportunities with the County Library. Seven applicants were interviewed and placed on the Librarian I list.

In addition to the above-mentioned recruitment activities, the Department also made arrangements to conduct Librarian I interviews at graduate library schools in the States of Hawaii and Wisconsin in April. The Recruitment Task Force also plans to attend the Internship and Career Fair at the UCLA campus on April 27 and to visit the library school in Fullerton during the next quarter.

Internships

- During this period, a new Librarian Intern list was promulgated. The Recruitment Task Force interviewed three candidates and placed them in the following libraries: Gardena Mayme Dear, Agoura Hills, and Angelo M. Iacoboni (Lakewood). Two of the new hires during this quarter have worked at one of our community libraries as an Intern in the past.

Publicity

- The Department upgraded its homepage during this period. The new version includes a better organized "Career Opportunities" section that provides more comprehensive job information.

Although our recruitment and retention mission is an ongoing challenge, we are continuously engaging in active recruitment measures to hire quality graduates from library schools nationwide.

MDT:rmo
U_Board Report

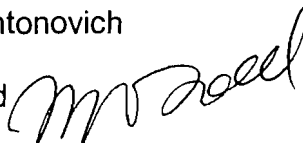
c: David E. Janssen, Chief Administrative Officer

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

July 31, 2007

TO: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Margaret Donnellan Todd
County Librarian



SUBJECT: **FOURTH QUARTERLY REPORT – RECRUITMENT AND RETENTION**

This report is an update on the status of the County Library's recruitment progress for the fourth quarter of FY 2006/07--the months of April, May, and June 2007. During this quarter, we filled six Librarian I positions; however, five Librarian I's left County employment. The Department had a net increase of one for Librarian I vacancies. Among those who left County service, one resigned for a position at another library system with higher salary after being with us for eight months, two moved out of Southern California after being with us for two years and two months, respectively, one decided to work for a school library after being with us for two years, and one died. During this period, the position of Head, Technical Services was filled; the new manager started on July 23. One Community Library Manager (Librarian III) left County employment to accept a managerial position with another library jurisdiction. As of the beginning of July, the total number of Librarian I vacancies was 27.

Recruitment – Conferences and Campus Interviews

In April 2007, the Chief Deputy County Librarian and a Librarian III conducted a campus visit and interviews at the University of Wisconsin. They interviewed graduating library school students and placed three applicants on the Librarian I eligibility list.

A Library Administrator contacted the graduate Library School of the University of Hawaii and made arrangements for a retired Human Resources Manager, teamed with an Assistant Library Administrator, to conduct Librarian I exam interviews. As a result, six candidates were placed on the eligibility list.

In May 2007, the Department also made another recruitment trip to the University of Arizona. A Library Administrator and an Assistant Library Administrator conducted campus interviews and placed six candidates on the Librarian I eligibility list.

The Department achieved very successful recruitment results in June 2007 during the American Library Association Annual Conference in Washington, D. C. A team of library managers and librarians staffed the placement center. They talked to numerous job seekers and interviewed applicants. A total of 22 candidates were interviewed and placed on the new Librarian I list.

Internships

During this period, library management also participated in UCLA's Internship and Career Fair. They reached a large number of library school students. Twenty-two students completed an interest form, demonstrating their interest to apply for an internship position with the County Library. A Library Administrator contacted them and subsequently scheduled two interview sessions in May for librarian intern positions. During this quarter, the Recruitment Task Force placed 10 new interns in the following libraries: Duarte, La Verne, San Dimas, Montebello, Temple City, East Los Angeles, Angelo M. Iacoboni (Lakewood), Manhattan Beach, Marina Del Rey, and La Canada Flintridge.

Scholarships

On June 19, 2007, the Board of Supervisors moved to have the County Librarian develop a Librarian Education Reimbursement Program and report back to the Board within 90 days with findings and recommendations. A copy of the motion is attached.

During this quarter, the draft policy and general guidelines of the scholarship program for part-time staff were developed; other documents such as the application form and a scholarship agreement were also created. The Library's Human Resources Development Manager has reviewed and approved the documents. The County Librarian will submit them to County Counsel for approval. The Department will begin the implementation process upon receipt of approval from County Counsel.

Conclusion

Our records indicated that during the last twelve months, from July 1, 2006 to June 30, 2007, the Department filled 39 Librarian I vacancies as a result of our recruitment activities. We will continue to engage in vigorous recruitment endeavors to fill vacancies in the coming year.

MDT:rmo
U_Board Report

Attachment

c: William T Fujioka, Chief Executive Officer
Lari Sheehan, Deputy Chief Executive Officer
Sachi A. Hamai, Executive Officer, Board of Supervisors
Board Liaisons

bc: Ex Com
V. Blue
D. Walters
H. Tsai



MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Sachi A. Hamai, Executive Officer-
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

At its meeting held June 19, 2007, the Board took the following action:

116-E

Supervisor Burke made the following statement:

"Public libraries are some of the most utilized, welcoming public spaces across the County. Beyond their primary function as literacy centers, libraries also serve as community gathering spots, homework centers, and computer access points.

"Librarians are the glue that keeps these thriving community centers running effectively and efficiently. However, the recruitment and retention of Librarians is incontestably the most significant challenge facing our County Public Library Department. A number of factors contribute to this, including an aging workforce and the high cost of living in Southern California.

"While Librarians comprise library leadership, Aides and Pages also play crucial roles in the day-to-day operations. Library Aides and Pages are 'on the front lines' performing numerous duties, such as assisting the public and maintaining the orderliness of the facility. While the majority of Aides and Pages are still in school or just beginning their professional lives, many convey interest in staying with the County for the entirety of their careers.

"Librarian positions require advanced degrees. Educational reimbursement and the opportunity to attend part-time classes are deciding criteria in determining whether such professional advancement is possible. Given the proper resources and support, many Aides and Pages would undoubtedly aspire to become Librarians.

"A number of universities, through both local and satellite courses, offer flexible Masters Programs in Librarian Sciences. I urge the Board to consider a Librarian Education Reimbursement Program with the goals of retaining this workforce and ensuring that we have sufficient professional staffing in the future."

(Continued on Page 2)

116-E (Continued)

Therefore, on motion of Supervisor Burke, seconded by Supervisor Antonovich, unanimously carried, the Chief Administrative Officer, in concert with the County Librarian, was instructed to:

1. Determine the feasibility of developing a Librarian Education Reimbursement Program, which should include, but not be limited to, a strategic plan, potential partnership opportunities with universities, and a cost-benefit analysis; and
2. Report back to the Board within 90 days with findings and recommendations.

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Chief Administrative Officer
County Counsel
County Librarian
Superintendent of Schools



MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

FEB 27 2008

ASST. DIRECTOR
PUBLIC SERVICES

February 27, 2008

TO: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Margaret Donnellan Todd
County Librarian

SUBJECT: **SECOND QUARTERLY REPORT – RECRUITMENT AND RETENTION**

This report is an update on the status of the County Library's recruitment progress for the second quarter of FY 2007/08—the months of October, November, and December 2007. The Department had 31 vacant Librarian I positions at the end of September 2007. During this quarter, the Regional Administrators continued to interview candidates every Friday, and filled 11 Librarian I vacancies. During the same period, six Librarian I's left County employment. Among those who left County service, three resigned for positions at other library systems with higher salaries, one left for personal reasons, one moved, and one left because her work authorization expired. At the end of December, the Department had 26 vacant Librarian I positions.

Recruitment – Conference and Campus Interviews

During this period, under the direction of the Chief Deputy County Librarian, the Department's Graphic Artist designed and produced colorful recruitment posters for the members of the Recruitment Task Force to distribute to library schools prior to their visit. In mid-December, 15 posters were mailed to various library schools in the East Coast to inform potential candidates about our recruitment activities at the American Library Association (ALA) Midwinter Meeting in Philadelphia in January 2008.

In October 2007, at the California Library Association (CLA) Conference in Long Beach, recruitment team members staffed the recruitment table and distributed Library brochures to many conference attendees. During the conference, the Department interviewed six candidates and placed five of them on the eligibility list. At the conclusion of the CLA Conference, we also contacted 11 other candidates who had registered with the Placement Center, but who did not attend the conference, to determine their interest in employment with the County Library. Two of them said that they would submit applications.

Internships

During this period, a new Librarian Intern list was promulgated. The Recruitment Task Force interviewed three candidates and placed two of them in the Culver City Library and La Mirada Library. The third candidate will be placed at the Clifton M. Brakensiek Library (Bellflower) pending her advisor's approval.

Conclusion

We are continuously engaging in active recruitment measures to seek qualified candidates from the Los Angeles area, throughout California, and across the nation.

MDT:rmo
U_Board Report

c: William T Fujioka, Chief Executive Officer
Lari Sheehan, Deputy Chief Executive Officer
Sachi A. Hamai, Executive Officer, Board of Supervisors
Board Liaisons

bc: Ex Com
Velma Blue
Donna Walters
Helen Tsai

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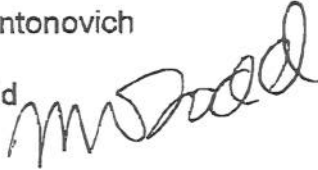
Library

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

May 6, 2008

TO: Supervisor Yvonne B. Burke Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Margaret Donnellan Todd
County Librarian



SUBJECT: **THIRD QUARTERLY REPORT – RECRUITMENT AND RETENTION**

This report is an update on the status of the County Library's recruitment progress for the third quarter of FY 2007/08--the months of January, February, and March 2008. Our second quarterly report indicated that the Department had twenty-six vacant Librarian I positions at the end of December 2007. During the past three months, nine Librarian I's left County employment and two Librarians were promoted to Librarian II positions. In addition, we realized that an existing vacant Librarian I position in our Technical Services Department has not been accounted for in the past and should be added to our vacancy list. As a result, the Department had a total of thirty-eight vacant Librarian I positions during this quarter. Among those, nine left County service, five retired, two resigned for personal reasons, one left for a position at another library system, and one was released. As in the past, the Regional Administrators continued to interview candidates every Friday and filled six vacancies for the Librarian I position during this quarter. As of March 31, 2008, the Department had thirty-two vacancies.

Recruitment – Conferences and Campus Interviews

The Department's recruitment team staffed the placement center at the American Library Association (ALA) Midwinter Meeting in Philadelphia during the period of January 11 through 16, 2008. They interviewed eight candidates and placed them on the eligibility list. In preparation for the Public Library Association (PLA) Conference in Minneapolis in March, we mailed 22 recruitment posters to library schools across the United States in January to inform library school students that the County of Los Angeles Public Library will conduct onsite interviews for entry level librarian positions at the PLA Conference. During the conference, two applicants were interviewed and were placed on the eligibility list.

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During this period, Recruitment Committee members also registered for the UCLA Graduate School of Information Studies Internship and Career Fair in April. Two Library Administrators also contacted library schools of UCLA and San Jose State University to schedule campus interviews in April and May to recruit new graduates.

Internships

During this period, we received many inquiries about the Librarian Internship program. Many current interns expressed their interest to do a second term internship with us because they felt that their experience in working with the community libraries was very beneficial and rewarding. The Library's Human Resources Department will promulgate a new eligibility list in mid-April for the management team to hire new interns for the summer.

Conclusion

As more librarians are getting close to retirement age, our mission for recruitment and retention becomes even more challenging. Our management team is continuously engaging in active recruitment measures to hire quality graduates from library schools nationwide.

MDT:rmo
U_Board Report

c: William T Fujioka, Chief Executive Officer
Lari Sheehan, Deputy Chief Executive Officer
Sachi A. Hamai, Executive Officer, Board of Supervisors
Board Liaisons

County of Los Angeles Public Library
7400 East Imperial Hwy., P.O. Box 7911, Downey, CA 90241-7011
(562) 940-8461, TEL/FAX (562) 803-3032

Library

MARGARET DONNELLAN TODD
COUNTY LIBRARIAN

July 28, 2008

TO: Supervisor Yvonne B. Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

FROM: Margaret Donnellan Todd
County Librarian



SUBJECT: **FOURTH QUARTERLY REPORT – RECRUITMENT AND RETENTION**

This report is an update on the status of the County Library's recruitment progress for the fourth quarter of FY 2007/08--the months of April, May, and June 2008. Our third quarterly report indicated that the Department had thirty-two vacant Librarian I positions at the end of March 2008. During the past three months, four Librarian I's left County employment. Among those who left County service, two left for a position at other library systems, one retired, and one moved out of the area. During this quarter, we filled six vacancies for the Librarian I position. As of June 30, 2008, the Department had thirty Librarian I vacancies.

Recruitment – Conferences and Campus Interviews

During this quarter, we have been actively recruiting graduating students from library schools both in California and out of state. In May, two Library Administrators arranged interviews through faculty at San Jose State University and interviewed candidates in San Jose and Berkeley. They interviewed six graduating students and placed them on the eligibility list; they also talked to one student who will graduate in December this year. At the beginning of June, we made arrangements to conduct campus interviews to recruit graduating students from UCLA. Two teams of interviewers conducted the Librarian I exam at UCLA and placed sixteen candidates on the eligibility list. In mid-June, two members of the County Library's management team also visited the University of Arizona; they interviewed five candidates and placed four of them on the eligibility list.

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The Department's recruitment team staffed the placement center at the American Library Association Annual Conference in Anaheim during the period of June 27 through 30, 2008. The greeters talked to numerous graduating candidates and sixteen applicants were scheduled for the Librarian I exam; eleven were placed on the eligibility list. The above-mentioned recruitment efforts resulted in a large Librarian I list; the list promulgated on July 2, 2008, indicated that we added eighty-one new candidates to our list during this quarter.

Internships

In the month of April, the Community Library Manager of the West Covina Library and a reference librarian attended the Information Studies Internship and Career Fair at UCLA. They met with more than thirty library school students and brought back twenty-two resumes; many of them are interested in our Librarian Internship program. The Library Administrator of Public Services contacted all of them and they were encouraged to submit online applications promptly. As a result, we have received many inquiries about our summer internship program. We conducted three interview sessions and placed ten interns at various community libraries as summer interns.

Librarian Education Reimbursement Program

During this quarter, we worked with County Counsel on the documents for the Librarian Education Reimbursement Program. Per County Counsel's request, we added additional documents for the program and finalized the process. We are ready to implement this program in the next quarter.

Conclusion

Our active recruitment activities have brought fruitful results. Our management team will develop a recruitment plan for the 2008/2009 Fiscal Year to continuously fill our Librarian I vacancies with quality graduates from library schools nationwide.

MDT:rmo
U_Board Report

c: William T Fujioka, Chief Executive Officer
Lari Sheehan, Deputy Chief Executive Officer
Sachi A. Hamai, Executive Officer, Board of Supervisors
Board Liaisons